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ABSTRACT

Given that management can be defined as the activity that allocates and utilizes resources to achieve group or organizational goals, anyone who is in a position to assign and use a group's or organization's human or nonhuman resuources may benefit by making use of selected readings from this bibliography. The editor has divided the bibliography into topical sections: introduction to management thought, management's social responsibility, management functions and principles, planning, organizing, directing, communication, controlling, secondary management functions, decisionmaking, and selected topics of interest to managers. (Author/WM)

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A SELECTED BIBLIOGRAPHY OF READINGS IN MANAGEMENT THEORY AND PRACTICE

Milton M. Pressley
Graduate School of Business
University of North Carolina, Greensboro

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Graduate School of Business
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PREFACE

Interest in the subject of Management is not limited to businessmen. Those engaged in the study or practice of almost any profession or vocation can benefit from some knowledge of the broad field of management. Indeed, even the housewife "manages" her household. Given that Management can be defined as the activity that allocates and utilizes resources to achieve group or organizational goals, anyone who is in a position to assign and use a group's or organization's (human and/or non-human) resources may benefit by making use of selected readings from this bibliography.

Given that Management is broad in scope, the editor has divided the bibliography into topical sections. The readings listed under each section relate directly to the topic heading or section title. It is suggested that the user begin by reviewing those readings classified under the topic heading of direct interest. However, since it is almost certain that other readings of interest will be listed under other topical headings, the user may wish to scan other sections.

The user will find, in parentheses, a selected listing of related subtopics directly under the top heading. The topic headings are:

I. Introduction to Management Thought.
II. Management's Social Responsibility.
III. Management Functions and Principles.
IV. Planning.
V. Organizing.
VI. Directing.
VII. Communication.
VIII. Controlling.
IX. Secondary Management Functions.
X. Decision Making.
XI. Selected Topics of Interest to Managers.

Work on this bibliography was begun by the editor in the summer of 1973. Through the efforts of the Fall Semester, 1973, students of the course entitled "The Management Process" at the Graudate School of Business of the University of North Carolina at Greensboro, the bibliography was expanded to its present scope. The editor wishes to express appreciation to those graduate students who voluntarily submitted potential listing. A special note of thanks goes to Ms. Gayle Harding and Mrs. Grace Draper, without whose invaluable secretarial aid and skills this bibliography would not have been possible.

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